



# CITY OF MOUNTAIN VIEW

Date: \_\_\_\_\_

## REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

We are required by the Internal Revenue Service to obtain the tax status and taxpayer identification number of certain individuals and organizations that receive payments from the City. Please complete the below W9 form so we may confirm the accuracy of our records. Be sure to sign, date the form, and return it as soon as possible.

**Delay in returning the completed form may result in delay of payments or withholding of 31% of payments until it is received.** Thank you for your cooperation.

**Fax to :** 650-963-3114  
(No cover sheet required)

**Or Mail to:** ATTN BERYL DELAVAN  
FINANCE DEPARTMENT  
CITY OF MOUNTAIN VIEW  
P.O. BOX 7540  
MOUNTAIN VIEW CA 94039-7540

Form <b>W-9</b> (Rev. January 2003) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>		Give form to the requester. Do not send to the IRS.
	Name _____		
	Business name, if different from above _____		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____		<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.) _____ City, state, and ZIP code _____		Requester's name and address (optional) <b>City of Mountain View Finance Dept P.O. Box 7540 Mountain View CA 94037-7540</b>

List account number(s) here (optional) \_\_\_\_\_

**FAX: 650-963-3114**

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**  
Signature of U.S. person ▶ \_\_\_\_\_

Date ▶ \_\_\_\_\_